

**ATTORNEY I, II, III  
(DISTRICT ATTORNEY, CRIMINAL DIVISION)**

The County of Orange will accept applications and supplemental information forms from  
8:00 a.m., Monday June 11, 2001 through 5:00 p.m., Friday, June 29, 2001.

<b><u>SALARY:</u></b>	Attorney I .....	\$57,450 Maximum Annually
	Attorney II .....	\$60,590 Maximum Annually
	Attorney III \$68,994 .....	\$92,914 Maximum Annually

***A 4% salary increase is effective June 29, 2001***

The County of Orange offers a competitive benefit package including choice of several health plans, dental and vision care, paid vacation, annual leave, and paid holidays. Employees participate in the County=s retirement plan (which has reciprocity with the Public Employees Retirement System (PERS)) and have an option to participate in the deferred compensation plan. Attorneys receive additional benefits for dental, life and salary continuance insurance; an annual medical examination; vacation; tuition reimbursement benefits and participation in an optional benefits program. An annual bonus may also be earned through the Performance Incentive Plan.

**MISSION STATEMENT**

The mission of the Office of the District Attorney is to enhance public safety and welfare and create a sense of security in the community through the vigorous enforcement of criminal and civil laws in a just, honest, efficient and ethical manner.

**RECRUITMENT/POSITION INFORMATION**

This recruitment is being held to establish an Open Eligible List to fill vacancies in the Office of the District Attorney, Criminal Division until the next recruitment. Appointees will be required to pass a medical examination and a background investigation to the satisfaction of the Office of the District Attorney.

Bilingual (Spanish/English and Vietnamese/English) individuals are encouraged to apply.

**General Duties:** An Attorney for the Office of the District Attorney performs professional legal work in the enforcement of criminal law and preparation of legal documents used in criminal trials.

**MINIMUM QUALIFICATIONS**

**License Required:** Active membership in the State Bar of California. (Applicants must have passed the State Bar of California in order to apply. At the date of hire the applicant must be an active member of the State Bar.)

**Experience:**

Attorney I: None.

Attorney II: Twelve months experience as an attorney in the practice of criminal law. Post bar experience in a civil or general practice law office may be substituted for the criminal law experience on a two-month-for-one basis.

Attorney III: Two years of experience as an attorney in the practice of criminal law. Post bar experience in a civil or general practice law office may be substituted for the criminal law experience on a two-month-for-one basis.

**Ability to:** Interact with emotional and sometimes hostile members of the public, such as victims, witnesses, and other persons having an interest in criminal cases; provide a County approved means of transportation to and from

various office and court locations with short notice.

### **PHYSICAL AND MENTAL REQUIREMENTS**

The County of Orange is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the recruiter listed below to answer any questions or to request an accommodation during the testing/selection process.

**Physical Characteristics:** Body strength sufficient to lift and transport files weighing up to 50 pounds; independent body mobility to access a standard office, a courtroom and to drive a vehicle; vision sufficient to read fine print, (8-12 point) on legal instruments and other papers, to read a computer screen and to drive a vehicle; manual dexterity to operate a computer keyboard; stamina to sit for up to one hour at a time; speak and hear well enough to converse understandably on the phone and in person, and to clearly communicate complex legal concepts to people with legal knowledge and people without legal knowledge; may have to travel distances from parking lots to buildings.

**Environmental Conditions:** Will be required to work in courtrooms and in an office environment.

### **SELECTION PROCEDURE**

The Office of the District Attorney Human Resources screens all applications to identify the qualified candidates. After screening, the more qualified candidates will be referred to the next step and notified by mail of all further procedures applicable to the status in the competition.

**Application Rating:** (Refer/Non-Refer) Application materials will be rated by a panel of job knowledge experts for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step.

**Panel Interview:** (Weighted 100%) Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

### **ELIGIBLE LIST**

After all the test procedures have been completed, the Office of the District Attorney Human Resources will establish an eligible list of up to three score groups of qualified candidates.

### **HOW TO APPLY**

For applications or recruitment materials, visit our website <http://www.oc.ca.gov/hr> or <http://www.oc.ca.gov/da>. You may **apply on line**, download the job bulletins, supplemental information forms, and the official application from the website or to have them mailed please call Nila Yan at (714) 347-8420. For specific information pertaining to this recruitment, please contact Elizabeth Ottenwalder at (714) 347-8445.

You may also visit the County's Virtual Employment Center located at 10 Civic Center Drive, Hall of Administration, Main Lobby, Room 104, adjacent to Human Resources. The Center is available for job applicants to access/print the recruitment summary and application materials that are posted on the County's Job Website. The center is open during regular business hours (from 8:00 a.m. to 5:00 p.m.) and is designed to accommodate the walk-in job applicant traffic.

**Resumes and Letters of Recommendation are optional. (Please limit the number of letters to five.)**